

SECTION B - STATEMENT OF WORK

B.1.0. GENERAL INFORMATION

Introduction. This project is **for the renovation of Bathrooms and Window Replacement at the Marine Security Guard Residence**

B.2.0. PROJECT REQUIREMENTS

B.2.1. Description of Project

The US Embassy in Windhoek has need of design services for a project that consists of two parts; renovation of bathrooms and replacement of windows at the Marine Security Guard Residence (MSGR).

The bathroom renovation consists of converting three contiguous bathrooms in a former private residence into a men's and women's bathroom with multiple toilets/urinals for use during events.

The window replacement consists of replacing all exterior windows on the property.

The design-to budget for the entire project is \$45,000 USD.

The Period of Performance for the design under this contract is 21 Calendar Days.

B.2.2. General Requirements

B.2.2.1. This design is a multidiscipline effort that requires complete architectural and engineering services to define the construction, operating, and maintenance requirements of the facilities. In addition to the normal architectural and engineering services provided for building design, the design services required include, but are not limited to: ***drainage systems***. If there is any inconsistency between the attachments listed herein and this section follow this section.

B.2.2.2. This design is a part of a major program undertaken by the Department of State using public funds. The Government will formally evaluate the A/E Contractor based on:

- (a) Designing to a target construction contract cost estimate;
- (b) Adhering to the delivery schedule; and
- (c) Evaluating changes occurring during construction.

B.2.2.3. The Contractor shall carefully review and coordinate drawings and specifications, and other project documents before submittal. This includes identifying all interface points and controls between drawings and documents. The Contractor shall have a quality control program in effect, which will require his employees and consultants to thoroughly review and coordinate all project data prior to submittals. The Contractor shall correct deficiencies, ambiguities, conflicts, and inconsistencies before submitting documents or they will be rejected by the Contracting Officer. The letter of transmittal shall certify that all documents have been reviewed and coordinated prior to submittal. The certification shall be signed by a principal of the Contractor's firm. The Contracting Officer's Representative (COR) will review and approve the Quality Assurance/Quality Control (QA/QC) program proposed by the Contractor. This program

shall indicate the method of controlling the quality of all work produced by the Contractor and consultants. Refer to FAR Clause 52.236-23, "Responsibility of the Architect/Engineer Contractor".

B.2.2.4. The Contractor shall produce **A1** plans and specifications. Drawings shall be segregated by buildings. The layout of individual drawings shall convey the required design and construction information. Symbols used shall be accepted international industry standards and shall be shown in the legend. Lettering shall be of sufficient size to be clearly read when drawings are reduced to half size.

B.2.2.5. Specifications shall not rely on sole-source designations to circumvent the requirement for full and open competition in the purchase of construction materials and equipment. When a sole-source manufacturer, product, or equipment is specified, the Contractor shall notify the U.S. Government in written monthly progress reports. These reports shall be accompanied by a justification explaining why sole-source acquisition is necessary and appropriate for the project. The justification shall provide the information that would be required by the Federal Acquisition Regulation (FAR Subpart 6.3). The justification must also explain why the salient characteristics of proposed sole source equipment cannot be described in the specifications. No classified work shall occur under this contract.

B.2.2.6. Except as expressly directed by the Government, the Contractor shall minimize the use of Government-furnished equipment, materials, and supplies to be provided to the construction contractor through the design of the construction documents.

B.2.2.7. Schedule requirements for this Statement of Work are contained in Section E. The "design-to" budget cost data is contained in G.2.

B.2.2.8. The Contractor shall prepare a detailed written record of all conferences and meetings with representatives of Post related to the project. The Contractor shall also document telephone conversations in which decisions affecting the project are made. The Contractor shall submit one copy of these records to the Contracting Officer's Representative (COR) within five days of the event. The written format established by the Contractor for these records will be subject to the approval of the COR. Each record shall conclude with the following statement: "The matters reported in this document are considered by the Contractor to be within the scope of this contract as presently priced, except for items "none" as further described below."

B.2.2.9. The Contractor shall provide designs that are cost-effective as to usable space and that provide maximum flexibility for future uses. The Government will exercise particular care in consideration of these requirements in the design review and approval process.

B.3.0. SPECIAL REQUIREMENTS

None

B.4.0. EXISTING CONDITIONS

B.4.1. Site

16 Daan Bekker St. The property is currently occupied and will remain so throughout the project.

B.4.2. Surveys

Sewer

B.4.3. Geotechnical Data

None

B.5.0 DESIGN REQUIREMENTS

B.5.1. General Requirements

The requirements in this statement of work serve as direction to the Contractor in the development and delivery of a complete set of construction documents. These documents shall provide the necessary interfaces, coordination, and communication among the designer, constructor, and special disciplines (physical security, communications, fire and life safety, and computer systems). All submittals must be of a quality to achieve this result. The Contractor shall perform its services in accordance with professional standards of skill, care, and diligence adhered to by reputable, first-class firms performing services of the same or similar nature for facilities of similar complexity. The Contractor's design shall conform to generally accepted engineering practices and the approved design criteria.

B.5.2. Design Process

The design shall consist of the following parts

- A. 35% design completion
- B. 100% design completion

The Contractor shall cease all design work during the Government review periods until receipt of written review comments from the Government on each of these submittals. Any design work on the project during these review periods is at the Contractor's risk. The Contractor shall consider this temporary cessation of work in its planning and scheduling.

B.6.0. SUBMITTAL REQUIREMENTS

B.6.1. 35% Submittal

Furnish drawings and other documents containing the following :

B.6.1.1. Site Plan

- Statement of design problems and issues to include description of the building, program and site, and general constraints found.

- A general location plan which indicates disposal sites for fill/excavated materials and vehicle access routes to the site(s). Identify any local permits that must be obtained.
- A project site plan at a scale not smaller than 1:200 showing all improvements required plus typical perimeter enclosure sections and elevations, and site sections.
- A utility site plan at 1:200 scale showing all existing utilities and locations, water supply, electrical power, gas, sewer and both sanitary and storm drainage and telephone. Show all connections to existing utility services and location of proposed entry (no exit) for all utility services to buildings. Show all exterior utility structures including water (fire) storage, lift stations, sewage treatment, etc.

B.6.1.2. Floor Plans

Floor plans of existing facilities at 1:100, where the project consists of additions and alterations.

A complete legend with all symbols and abbreviations used shall be shown on drawings.

B.6.1.3. Specifications

B.6.1.4. Specific Submittals: Bathroom Finishes and Window Schedules

B.6.3. 100% Submittal - Final Construction Documents

B.6.4. Submittal Copies

B.6.4.1. Furnish **2** bound set(s) of full size blue-line prints of unclassified drawings.

B.6.4.4. Furnish separate information of the following items and furnish **2** individually bound set(s) of 8-1/2" x 11" or A4 prints of each:

- 1) Outline specifications.
- 2) Design criteria and preliminary calculations.
- 3) Written Project Design Manual.
- 4) Cost estimate.

The Contractor shall submit documents listed above in digital format.

Included as part of the 100% submittal are consultation services during the construction solicitation period. This work includes, but is not necessarily limited to:

- providing clarifications and responses to questions about the construction documents prepared by the Contractor;
- preparation of drawings or documents that may become necessary for inclusion in amendments to the construction contract solicitation as a result of such clarifications or questions; and
- attendance at the construction pre-proposal conference to be held at the Post.

B.8.0. POST DESIGN AND CONSTRUCTION SERVICES

B.8.1. During the construction solicitation period, the Government may require the Contractor to provide consultation services, including providing clarifications and responses to questions about the construction documents prepared by the Contractor at no cost to Government. The Contractor shall be in attendance at the construction pre-proposal conference at no additional cost to the Government.

B.8.2. To Government reserves the right to modify the contract to add services that may be required of the Contractor during actual construction of the project. These services, known as construction phase services, may include, but are not limited to, review of shop drawings, approval of materials and equipment, and approval of proposed substitutions of materials and equipment.

B.8.3. Section A provides pricing for these services.

B.8.4. Whenever such services are required the Government will issue a modification to identify the scope of services required. Payment for these services will be negotiated in a supplemental agreement based on the scope of services, staffing needs, and duration of services.